



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

M. J. "MIKE" FOSTER, JR.
GOVERNOR

April 19, 2002

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2002-61

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: New Health Care Flexible Spending Account

In addition to the Dependent Care Flexible Spending Account, the Office of Group Benefits has established the Health Care Flexible Spending Account (FSA) as a part of the Flexible Benefits Plan for the 2002-2003 plan year. Eligible employees (those employees that have been employed as an active, full-time employee by an ISIS HR PAID agency for 2 years as of the beginning of the plan year) can enroll in the Health Care FSA during the Annual Enrollment period, being held April 1 – April 30, 2002.

The Health Care FSA is a new benefit that allows participants to set aside money from their salary before taxes are taken to pay for expected out-of-pocket health care expenses incurred during the plan year. As eligible expenses are incurred, participants request reimbursements from the Fringe Benefits Management Company (FBMC). The **maximum** amount that a participant can elect to have withheld from their payroll during a plan year is **\$2,400.00**. The **minimum** amount that a participant can elect to have withheld from their payroll during a plan year is **\$600.00**. A \$4.00 monthly/\$2.00 semi-monthly administrative fee will be charged for each FSA the employee is enrolled in (Health Care and/or Dependent Care). Note: Any money remaining in a participant's Health Care FSA at the end of the plan year is forfeited. Please contact FBMC's Customer Service for specific information on the FSAs at 1-800-342-8017.

Agencies will be notified by OIS memorandum when this new benefit plan and the corresponding administrative fee can be set up in ISIS HR. Any other questions may be directed to a member of the OSUP Benefits & Financial Administration Unit at (225):

Paula Rotolo 342-5377
Penny Jones 342-5354

Angel Vernon 342-5344
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JWC:PAR/kmb

c: Ray Harrison, OGB